



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 845.1

Job Title: **REAL ESTATE SUPERVISOR**

Pay Grade: 21

### **GENERAL SUMMARY:**

Schedules, supervises and reviews the work of clerical and professional staff involved in City acquisition of property and/or property rights through purchase, condemnation, dedication or exchange.

### **RESPONSIBILITIES:**

- Prioritizes Right-of-Way Agents' daily work assignments.
- Oversees agents' acquisition negotiation activities; reviews files and identifies problems.
- Monitors staff production; evaluates work performance; maintains daily time and job performance reports.
- Coordinates property acquisition with other departments.
- Responds to inquiries from appraisers, Council members and management.
- Conducts on-site property inspections.
- Maintains project status reports.
- Reviews appraisals, recommended property values, field notes, right-of-way maps, construction drawings, legal instruments/documents and agents' correspondence associated with City property acquisitions.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

A Bachelor's degree in Real Estate, Business Administration, or related field is required.

#### **EXPERIENCE:**

Two years of experience in real estate, land acquisition, and utility adjustment are required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

**SPECIFICATIONS: (continued)**

**SUPERVISION EXERCISED:**

**Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

**Indirect Supervision:**

No indirect reports.

**CONTACTS:**

**Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

**External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

**PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

**WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

**PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

**MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

**JOB FAMILY:**

Right-of-Way Agent  
Real Estate Supervisor

*Effective: October 1990  
Revised: December 1994*